



**OPPORTUNITY
WITHIN THE
CITY OF LA MARQUE**

POSITION AVAILABLE: CITY CLERK

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| GENERAL DESCRIPTION: | The City Clerk serves as a highly responsible official and member of City’s management team. The City Clerk is responsible for performing mandated and statutory requirements as defined by State laws and the City Charter. Incumbent performs technical, legal, and administrative duties by establishing, authenticating, and maintaining all official City records and directs the operations of all statutory and assigned functions of the Office of City Clerk working directly with the City Manager, Mayor, City Council, City Departments, and City Attorney |
| MINIMUM TRAINING/EXPERIENCE: | <ul style="list-style-type: none"> • Graduation from an accredited college or university with a degree in Public Administration or a related course of study; • Three (3) to Five (5) years experience in municipal government as a City Clerk or Assistant City Clerk (strongly preferred); alternately, Any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities; • Ability to obtain Certification as a Notary Public from the Texas Secretary of State’s Office within 6 months of employment; • Possess a valid Texas Driver License; and, • Certification as a Texas Registered Municipal Clerk or able to obtain certification within 3 - 5 years of employment. |
| Salary | \$53,000 - \$80,000 DOQ (Depending on Qualifications) |
| DEADLINE: | Open Until Filled |

An application must be completed and may be obtained on the City’s website at www.ci.la-marque.tx.us. Go to the “Employment” tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below.

The City of La Marque is an Equal Opportunity Employer (EOE)

City of La Marque
1111 Bayou Road
La Marque, Texas 77568